

**Lake Forest Glen Homeowners Association**  
**Regular Meeting of the Board of Directors**

May 20, 2017 8:30 a.m.  
Held at LFG Association Office  
3101 Lake Forest Road  
Tahoe City, California 96145

**MINUTES**

**CALL TO ORDER BY-** Director Kathleen Livermore at 8:36am. Directors present: Jim Cochrane, Jason Kary (via telephonic appearance), Gary Leach, Mike Robinson, and Alan Nelson. Staff present Alan Miescke, General Manager, and Jessica Lesniak, Administrative Assistant.

Meeting commenced at 8:36 a.m. and adjourned at 9:56 a.m. **Jim made motion to adjourn and Gary 2<sup>nd</sup> the motion.**

1. **APPROVAL OF REGULAR MEETING MINUTES-** March 25, 2017 meeting minutes corrections to be made: Gary Leach attended meeting but is not listed; 3.A.2. correct \$120,00 to \$120,000.00; 3.A.7. changing fiscal year from 1/1 to 12/31 is incorrect, the discussion was to change fiscal year to 7/1 instead of 1/1; 3.C.2 2017 meeting dates 8/15 is a Tuesday change to 8/19 – **UNABLE TO ACCESS TYPED MINUTES – PLEASE SEE (ATTACHMENT 1) MINUTES WITH HAND WRITTEN CORRECTIONS.**
2. **APPROVAL OF REGULAR MEETING MINUTES-** October 8, 2016 meeting minutes correction to be made: Alan Kelson attended, however it is Nelson not Kelson – **UNABLE TO ACCESS TYPED MINUTES – PLEASE SEE (ATTACHMENT 2) MINUTES WITH HAND WRITTEN CORRECTIONS.**

**With the above changes:** Jim made a motion to approve the March 2017 minutes and the October 2016. Gary seconded the motion. All others were in favor with no abstentions and the motion was passed.

3. **HOMEOWNER HEARINGS/CORRESPONDENCE-**  
Unit 27 failed to appear at the board meeting as requested to discuss multiple infractions.  
**ACTION:** The Board agreed that the \$50.00 fine for the parking violation on 11/15/16, and the \$100.00 fine for the 2<sup>nd</sup> parking violation on 12/16/16 will both be re-applied to their account. **DONE**

**4. MANAGER'S REPORT**

**A. Action items 5-20-17 meeting**

1. Jim will follow up with Mike to go over calculations for solar panels to heat the pools.

2. Jessica will get a second quote for building a new website. **SPOKE WITH ERRON at DOMINANT-IT, HE STATED HE WOULD LIKE A LITTLE MORE INFORMATION ON WHAT WE ARE LOOKING FOR REGARDING DESIGN & LAYOUT, BEFORE HE PROVIDES AN ESTIMATE.**
3. All Board Members will bring sample websites and ideas for new website to June 10, 2017 meeting.
4. Jessica will send a request to all homeowners for their input on the website. **DONE**
5. Alan will follow up on compaction test for Pickleball courts.
6. All members will submit suggestions for the Pickleball court colors.
7. Alan will change the wording on SCHEDULE 1 – OPERATING EXPENSES on the financials to say...."Snow Removal/In-House" instead of "Snow Removal/Roofs".

**B: Old Business: Actions Items March 2017**

1. Alan is working on BMP's and the drop-in filters. **1 SAMPLE DELIVERED**
2. Discussion of Dues Increase Schedule and 2018 budget have been tabled until the June 10, 2017 meeting.
3. Website discussion has been continued to June 2017 meeting.
4. Asphalt is finished for this phase this year.
5. Painting the exterior of the buildings began on May 22, 2017. Jessica will send out an update at week 4 about being on schedule.
6. Jim contacted all committee chairs regarding staying on the committee or opting out. Jim provided an updated list of committee members on 05/23/17. **DONE**

**C. New Business**

1. Revisit obtaining bulk internet/cable for the community at June 10, 2017 meeting.

**4. COMMITTEE REPORTS**

1. Alan Nelson will continue to work on updating the R & R's for parking.

**5. INFRACTION REPORT - Fines added back on account for Unit 27.**

**6. LEGAL - None**

**7. ACCOUNTING - Alan will change the wording on SCHEDULE 1 – OPERATING EXPENSES on the financials to say....”Snow Removal/In-House” instead of “Snow Removal/Roofs”.**

**8. WEBSITE –**

a. Is still in progress, continued discussion to June 10, 2017 meeting.

**ACTION – All Board Members will bring suggestions for website layout/design to June 10, 2017 meeting.**

**9. BOARD MEMBER’S COMMENTS/REQUESTS/NON-AGENDA ITEMS - None**

**10. EXECUTIVE SESSION - None**

The meeting was adjourned at 9:56 a.m.  
The next meeting is scheduled for June 10, 2017

# *ATTACHMENT "1"*

**Lake Forest Glen Homeowners Association  
Regular Meeting of the Board of Directors  
March 25, 2017 8:30 am  
Held at LFG Association Office  
Tahoe City, California 96145  
Minutes**

**CALL TO ORDER BY** President Mark Pierpoint at 8:30 am.

Directors present: Jim Cochrane, Doug O'Neal, Kathy Livermore, Mike Robinson. Staff present - Alan Miescke, General Manager. Phone conference - Jason Kary, Alan Nelson.  
Absent - Steve Vanni .

↑ + GARY LEACH

Meeting commenced at 8:30 am. and adjourned at 11:54 am. .

1. **APPROVAL OF REGULAR MEETING MINUTES** - October meeting (board and annual) minutes not available.

**Action:** Alan to research the problem, will provide minutes at the next board meeting.

**2. HOMEOWNER HEARINGS/CORRESPONDENCE -**

**ACTION 1.** Board directed Alan to write to U-233. Alan to write to U-27 warning of any further violations, and apologize to Oleg for misinterpreted response by Alan. Letter to Oleg to include recommendation for home owner to use pass card out, then quickly back in so date could be read indicating other card (problem persons) used prior in order to locate unit. Also LFG to consider a second gate sign installed in spa area.

**ACTION 2.** Board agreed to refund late fees to U-133

**ACTION 3.** Alan to respond to fines in #1 and discuss dog violations.

**ACTION 4.** Alan to write letter of thanks to U-133 and U-66.

Jim Cochrane (board member) also provided special thanks to all LFG snow removal staff. Much appreciated. Board agreed to issue a net bonus check for \$500 to Juan, Pedro, Alan

**3. MANAGER'S REPORT**

**A. Action Items**

1. No work by Amanda has been discovered yet. Discuss at #9
2. Surface replacement bid by Advanced Asphalt - Unanimously approved expense of \$120,000 plus 5% contingency.  
• Board to discuss "clubhouse" option on one of the courts at next annual meeting.  
• Approved with Advanced bid to install 3 pickle ball courts at center single court. 3 full tennis courts to remain at this point.

**ACTION:** Alan to ask Gary Davis Engineering and Advanced Asphalt if a core drilling test and compact test (of base prior to new asphalt court) would be recommended.

(Alan 3/27/17 called both, they will research and get back)

**ACTION:** Alan to measure existing pickle ball courts at Squaw Valley Parking to confirm size vs internet & H.O. input. assumed to be 20' x 44' at this time

3. Board member Doug O'Neal looked at tennis court cracks and agreed to complete court renovation.

4. Property Manager, Resort Association, and a PUD board member all said to add pickle ball. Very much in demand.

5. Done

**ACTION:** 6. Board Agreed to start looking at the dues increase schedule in coming meetings, and present to home owners's at 2017 annual meeting. (10/14/17)

7. Changing fiscal year from ~~1/1~~ to 12/31

1) No restrictions in LFG By-Laws

2) Treasure thinks the current period is best. No Change

3) Jason Kary pointed out snow removal budget could be put in one year. (not over 2 years as is) Added a change could add fiscal transparency.

4) Board decided to leave fiscal period as is.

8. Adding solar panels to heat 2 pools and 1 spa was deeply researched by treasurer Mike Robinson. At this point the project would not be cost effective and has been shelved.

9 Done - see 3, section 2

### **B. Old Business**

1. The (faulty) window replacement project was complete 10/2016. The account has been closed, and the annual auditor has eliminated this project.

2. The association's engineer, Gary Davis has provided the detail drawings of our inside circle, drop inlet (street drains) renovations to comply with our BMP project.

Alan has been in contact with the fabrication firm to provide us these (5) "filters". This will be completed this 2017 summer, and should complete our BMP requirements.

### **C. New Business**

1. The 2017 election of officers and establishment of committee chairman was completed by unanimous vote, no change from 2016.

**ACTION:** All committee chairs to contact H.O.'s on 2016 committee to ask if they want to stay on in 2017.

2. 2017 meeting dates. 4/22, 5/20, 6/10, 7/15, ~~8/15~~<sup>8/19</sup>, 9/16, 10/14, 11/18, (Note: Not all meetings will be held)

3. After much discussion, the board unanimously agreed to spend \$30,000 or less for a Bobcat loader, snow blower and bucket to greatly improve the snow removal operations in the winter, and the cost effective efficiency of the work done in the summer. The improved snow removal operation will reduce our maximum contract expense from going up an additional \$10,000/ year. The minimum will remain at \$22,500/ year. Motion passed Unanimously

**ACTION:** Alan to purchase equipment already researched

**4. COMMITTEE REPORTS - None**

**5. INFRACTION REPORT** -Reviewed unpaid fines to be put on accounts in 15 days after meeting date.

**6. LEGAL - None**

**7. ACCOUNTING -**

A. January financials presented in agenda were incorrect. Mike and Alan corrected, handed out corrections at the meeting,

**ACTION:** Alan will deliver to our accountant for final correction. Corrected numbers all accepted by the board.

December financials accepted and were used for our year end audit and in house planning files.

2018 Budget planning to start in May.

B. Our annual audit performed with no problems, complaints or suggestions from the auditor. Board unanimously approved of the audit draft, which will be sent to auditor for final recording.

**9. WEBSITE** The Lake Forest Glen website needs to be updated and improved. Maybe just simplified.

**ACTION:** All board members and manager to bring specific suggestions of content and format to next meeting to begin website renovation.

**10. BOARD MEMBER'S COMMENTS/REQUESTS/ NON-AGENDA ITEMS**

**ACTION:** Rules and regs committee to review number of pieces of equipment allowed/ unit and the fine schedule for violations

**11. EXECUTIVE SESSION - NONE**

# *ATTACHMENT "2"*



**Lake Forest Glen Homeowners Association  
Regular Meeting of the Board of Directors  
October 8, 2016 8:30 am  
Held at LFG Association Office  
Tahoe City, California 96145  
Minutes**

**CALL TO ORDER BY** at 8:30 am.

**Directors present:** Mark Pierpoint, Doug O'Neal, Steve Vanni, Gary Leach, Jim Cochrane, Jason Kary, Kathy Livermore, Alan ~~Kelson~~: **NELSON**

**Staff present** - Alan Miescke, General Manager, Tracy, Amanda

**Absent** - Mike Robinson

1. **APPROVAL OF August 20, 2016 MINUTES** - Unanimous approval of meeting minutes

2. **HOMEOWNER HEARINGS/CORRESPONDENCE** - None

**3. MANAGER'S REPORT**

**A. Action Items**

1. June meeting minutes corrected
2. Alan called Advanced Asphalt, stated The HOA would like to put in Pickle Ball courts on the center single court. He said the company has installed many of these, and there should not be an increase in the original proposal. Board to finalize project approval at the next meeting.
3. Doug O'Neal agreed that courts do need complete renovation
4. Alan contacted other managers, the Resort Association, and Tahoe City PUD all approved. There is a consistent demand for Pickle Ball and no other activity requested.
6. Dues increase schedule of be discussed in 2017 prior to next annual meeting.
7. Alan did not see any restrictions in the By-Laws concerning the HOA fiscal year dates.
8. Mike close to getting all the information needed for solar heating systems for the pools and spa. Will make presentation to the board at the next meeting.
9. Multi-use options to be finalized at the next meeting.
10. The discussion on adding wording to the Rec cards has been tabled.

**B. Old Business**

1. Final presentation at the next meeting concerning solar heating at pools /spa

**C. New Business**

1. Budget review - The 2017 Budget included in the annual meeting packet was reviewed and approved. It will be presented in detail to the HOA's at the annual meeting.

**4. COMMITTEE REPORTS**

1. Wording placed on the access card was tabled for now.

**5. INFRACTION REPORT -None**

**6. LEGAL - None**

**7. ACCOUNTING**

- a. July and August financials reviewed and accepted. Spending on track with 2016 budget
- b. Discussed

**9. WEBSITE**

1. Website will be discussed with a plan to make improvements starting in Jan, 2017

**10. BOARD MEMBER'S COMMENTS/REQUESTS/ NON-AGENDA ITEMS - None**

**11. EXECUTIVE SESSION - NONE**